

◆

DATE:

November 20, 1991

TO:

District Engineers
District Field Engineers
District Construction Engineers
Resident/Project Engineers

FROM:

William J. Kasip
Acting Engineer of Construction

RE:

Construction Instructional Memorandum 1991-16
Construction Inspection/Certification Process (Minor
Changes In Procedures)

Reference is made to Construction Instructional Memorandum 1991-13 dated October 17, 1991. The following minor changes in procedures have been requested by the Finance Division.

1. Financial Services Division and Financial Operations Division (Project Accounting) need only the final inspection copy of the Construction Inspection Report, (form 1120). The distribution of the Project Certification Report (bottom of form 1120) remains the same.
2. Please also provide the federal item number in the upper top right hand corner of both the Acceptance Report (form 1103) and Construction Inspection/Certification (form 1120). This information will expedite the billing process to Federal Highway Association. Resident/Project Engineers are requested to provide a copy of this memorandum to Local Government Engineers under their jurisdiction.

Thank you for your cooperation.

Acting Engineer of Construction

WJK: GCT: srh

cc: Lansing Staff Engineers
S. Wehrle
Local Services Division
Design Division
MRBA

Lansing Staff Technicians
S. Olszewski
M & T Division
Commission Audit

FHWA

W. Ragla
MAPA

K. McNeal

Index Subject: Construction Inspection/Certification